

EMPLOYMENT TIMES

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

SUNDAY DECEMBER 05 . 2010

VACANCY

Assistant Project Manager (Civil)

Well established engineering & construction company is looking for a energetic, self motivated team member to join the company to work independently as an **Assistant Project Manager** who has the opportunity to rise within the management structure.

The Job

- Technical Coordination.
- Quality Assurance.
- Supervision & administration of works pertaining to assigned medium scale construction projects.
- Ability to drive the work force in a friendly working environment.

Qualifications & Experience Required

- Adequate Qualifications in Civil Engineering.
- 4 to 5 years experience in Civil construction industry.
- Age below 40 Years.
- Possession of driving license.

Submit applications within 07 days to,

M & M Recruiting & Consultants (Pvt) Ltd
9/1, Vijaya Place, Gangodawila, Nugegoda



The Central, the latest venture of Asiri Group of Hospitals, has commenced its operation at No: 114, Norris Canal Road, Colombo -10. Asiri Group is the largest private hospital chain in Sri Lanka. It provides superior customer experience with a "patient first" policy, using state-of-the-art technology backed by a highly skilled and motivated team of professionals and other employees.

An exceptionally competent and motivated work force will be an important feature that we would strive to maintain in our new hospital, to give our customers the best experience in health care within the country.

If you are truly determined to make your career in a highly progressive and professional environment, you are invited to apply for the following positions within "Team Asiri"

• NURSES (Male/Female)

Qualified from a Government Nursing Training School or a recognized private Nursing School/Institution. Experience in **Neuro, Operating Theatre & ICU (Intensive Care Unit)** will be an added advantage.

Apply through e- mail/post with contact numbers within 10 days of this advertisement to:

Human Resources Manager
Central Hospital (Pvt) Ltd
No: 114, Norris Canal Road,
Colombo -10.
E- mail : hrcentral@asiri.lk
Phone: 0114-666000

Great Opportunity for a Practical Leader to Lead

Chief Executive Officer

A diversified Business organization involved in Manufacturing, Trading & Distribution sectors with 54 years of operation consisting 1000+ permanent members with a consistent annual growth requires a well mature person looking for demanding challenges in an independent environment.

Worked in diversified public quoted organization or with a leading private establishment at the level of CEO/Director or at a very senior level

He should have a vast experience and exposure in the private sector, having multifunctional abilities with a proven track record of being a successful leader of an Organization. The successful candidate would have a wide exposure to financial administration and Manufacturing having Global exposure with an excellent track record.

As Chief Executive Officer you will have the opportunity of independently managing our business and joining the Board within a short period.

Attractive retainer cum profit based annual incentive with chauffeur driven car is on offer

Applications must be submitted to

Managing Director
mdoffice@sltnet.lk
sectmd@gmail.com

YOU ARE ASSURED THE INFORMATION PROVIDED WILL BE TREATED WITH ABSOLUTE CONFIDENTIALITY.

EMPLOYMENT OPPORTUNITIES in Fiji

One of Fiji's largest Retail Group with outlets throughout Fiji in electronics and furniture; and mens, ladies and children fashion wear is seeking applications from highly skilled and motivated personnel to join its growing team in Fiji. If you a passionate about retail industry then this may be the opportunity you have been looking for.

This is an excellent opportunity for someone who wishes to join a vibrant company that offers a high degree of challenge and the chance to be part of an organisation that rewards achievement and promotes excellence.

Chief Executive Officer Ref:CEO (1 position)

Range of Responsibility

As a CEO, you will advance this organization to a new level of excellence and achievement in the provision of high quality retail services. Working with skilled employees and executive group, you will provide inspirational leadership balancing the internal and external demands of this role; you will have a visible presence within the organization and be recognized externally as a successful leader. Conversant with the operating metrics of a large and multi location and sophisticated retail organisation, you will be accountable for company's financial resources and performance and a champion of innovation in the organization.

The Chief Executive Officer will provide leadership, direction and coordinate all activities of the company in accordance with the goals and objectives of the organisation to safeguard and grow the assets of the organisation for future while providing sound returns to current owners.

Key Responsibilities

The Chief Executive Officer is invested by the Board of Directors with broad responsibilities and authorities and some of these can be delegated downward with an overall exclusive responsibility for the sustainability and profitability of the business rests on the incumbent. Other responsibilities include providing sound leadership, Strategy Formulation, Development and Planning; Problem solving and analysis; Relationship management with employees, customers, Government and business organizations and suppliers; monitoring Governance and Compliance, Operational Management, Financial Budgeting and annual business plans, Business Development and development of Human Resources.

Essential Criteria

- Must have extensive Retail experience in the relevant industry
- A successful track record of running an efficient and profitable operation
- Growing retail sales
- 15 years+ management experience
- 5 years experience must be in the retail industry
- Preference will be given to people with managing multi location retail outlets
- Experience in growing profitable sales and building a strong brand
- University degree - MBA welcome
- Fluent English communication and excellent written English

The ideal candidate should be currently reporting directly to chairman, responsible for hiring talents, training, managing human capital and developing a professional team and lead by example.

Marketing & Advertising Manager Ref:MKT (2 positions)

Reporting to the Executive Director Retail Operations, this position will be responsible for developing and implementing marketing strategies and all aspects of advertising for the company, including radio and television broadcasts, administration of external and internal communications and event management in conjunction with retail and external resources and having full responsibility for team and fiscal management. The applicant should possess and demonstrate the following attributes.

Responsibilities include

- Development of annual marketing business plans, associated budgets and marketing strategies
- Day to day management of the marketing team
- Senior member of the Retail Management Team
- Develop and maintain annual marketing / promotions calendar
- Perform market research on competitors, performance analysis and mystery shopping
- Work with internal resources and external media companies for preparing advertising material as required
- Be involved in maintaining CRM and e-marketing initiatives
- Working with external Brand partners to coordinate necessary brand integrity

Qualifications & Experience

- A minimum of 6 years of Marketing & Advertising experience
 - It is essential to have retail marketing experience with a large multi location retailer
 - Skills in the creation and implementation of marketing and advertising campaigns
 - Be customer oriented, approachable with an outgoing and friendly personality
 - Retail Event management experience
 - Effective verbal and written communication skills and possess qualities of a good peoples' person
 - Be a self starter with a friendly approach
 - Demonstrate the ability to do presentations, prepare speeches and media releases
 - Must have a formal education in Marketing / Business or related discipline
 - Strong people management and leadership skills
 - A current unblemished driver's licence would also be an advantage
 - Computer savvy including MS Word, MS Excel, Internet & Email
- This is a challenging role and will suit a person who is experienced, dynamic and innovative.*

Graphic Designers Ref:GD (2 positions)

This is a challenging, multi-faceted role, suitable for an outgoing individual with creative flair, who has the requisite expertise and experience in either advertising role or in prints designs for garments. We have two vacancies one in our advertising department and the other in our garment factory.

Requirements

- The successful candidate must have sound working knowledge and experience using Adobe In design, Photoshop, Illustrator and Freehand running on a Mac platform
- The ability to determine the graphic design needs of a specific event and assist in completion of production
- A flexible approach and the ability to work creatively & accurately to tight deadlines
- Must have at least 3 - 5 years experience in this field
- Be confident, with excellent verbal and written communication skills in English
- Able to work well in a team environment and not afraid to express ideas
- Reliability is essential
- Must be highly organised and be able to follow a brief
- Able to work under pressure and with tight deadlines

Qualifications

Applicants must have a Trade Certificate or tertiary qualification in Graphic Design from a recognised institution. At least 3 -5 years experience in a similar position is necessary.

This is a challenging role and will be suitable for individual who is committed, dedicated, dynamic, innovative, result-oriented and have a strong desire to succeed.

Retail Managers\ Regional Managers Ref:RM (5 positions)

The role requires a well balanced Manager that has vast experience in managing retail outlets and who can maximize retail store performance in customer satisfaction, sales, team building and development along with controlling costs and can also demonstrate a passion for retail with the necessary drive, ambition and sheer hard work to succeed.

The successful applicant should possess and demonstrate the following attributes:

- Be highly customer oriented, approachable with an outgoing and friendly personality
- Able to manage, motivate and lead a team of highly trained personnel
- Since we are a customer driven organisation, we will require individuals with a natural flair and a desire to progress within our retailing environment
- Effective verbal and written communication skills in English and possess qualities of a good peoples' Manager

Key Accountabilities

- Achieve set targets and budgets
- Manage expenses and return a healthy profit
- Plan, organise and monitor work assigned to team members to ensure timely completion

Qualifications & Experience

- Applicants must have a minimum of 3 to 5 years work experience as retail store manager managing 20 to 50 staff
 - Possess a formal education in business or related discipline would be an added advantage
- This is a challenging role and will be suitable for individual who is committed, dedicated, dynamic, innovative, results-oriented and have a strong desire to succeed.*

Wholesale Manager Ref:WHSM (1 position)

The role requires a well balanced Manager that has vast experience in wholesale business and who can maximize the performance of the division and the team and development of the business along with controlling costs and can also demonstrate a passion for wholesale business with the necessary drive, ambition and sheer hard work to succeed.

The successful applicant should possess and demonstrate the following attributes:

- Building and maintaining key customer relationships
- Meeting financial targets and margins, increasing sales and growing market penetration
- Communicating effectively with internal and external customers
- Pursuing sales leads and prospective clients
- Liaising with other line Managers
- Maintaining an extensive knowledge of the product range
- Ensuring all sales reps are fully trained
- Wholesale order management and overseeing administration of all wholesale division
- Processing orders and ensuring timely delivery of products to customers
- Support Development - providing product resources for sales personnel to prepare brochures, training material, publication articles, etc
- Statistics presentations and providing monthly reports on sales and product volumes and preparing quarterly sales forecasts
- Analysing and reviewing results to propose new ideas and increase sales

To be successful in this role you will need to be a high achiever ideally with similar experience as a wholesale manager with sales and distribution knowledge and highly advanced levels of computer skills including Microsoft Excel and excellent spoken and written English.

Qualifications & Experience

- Applicants must have a minimum of 3 to 5 years work experience as a wholesale manager or area sales manager managing a minimum of 10 staff
 - Possess a formal education in business or related discipline would be an added advantage
- This is a challenging role and will be suitable for individual who is committed, dedicated, dynamic, innovative, results-oriented and have a strong desire to succeed and has a lot of self initiative.*

General Manager Retail Ref:GMR (1 position)

Range of Responsibility

As GM Retail, you will lead this organization to a new level of excellence and achievement in the provision of high quality retail services. Working with skilled employees and executive group, you will provide inspirational leadership and direction to the retail executive team and will have a visible presence within the organization and be recognized as a successful leader. Conversant with the operating metrics of a large and multi location and sophisticated retail organisation, you will be accountable for company's performance.

Key Responsibilities

As GM Retail, you will have total responsibility for the company's retail operations including advertising, product management, Human Resources, warehousing and distribution; merchandising and maintaining relationship with external entities having commercial relationship with the company.

Essential Criteria

- Must have extensive management and leadership experience
 - A successful track record of running an efficient and profitable operation
 - Growing retail sales
 - 15 years+ management experience
 - 5 years experience must be in the retail industry
 - Preference will be given to people with managing multi location retail outlets
 - University degree - MBA welcome
 - Fluent English communication and excellent written English
- The ideal candidate should be currently reporting directly to directors, responsible for hiring talents, training, managing human capital and developing a professional team and lead by example.

Category Managers Ref:CTMR (3 positions)

The role requires well balanced Category Managers with experience in category management for retailers and who can maximize category sales performance for product groups managed, minimise stock obsolesce, maximise inventory turnover and train and manage new recruits. The applicants must demonstrate a passion to work in a retail environment with the necessary drive, ambition and sheer hard work to succeed.

The successful applicant should possess and demonstrate the following attributes:

- Be highly customer oriented, approachable with an outgoing and friendly personality
- Able to manage, motivate and lead a team

- Since we are a customer driven organisation, we will require individuals with a natural flair and a desire to progress within our retail organisation
- Effective verbal and written communication skills in English and possess qualities of a good peoples' Manager

Key Accountabilities

- Leads and develops the marketing and product strategy of assigned category
- Sets Category Goals – financial and non-financial
- Drives and executes the product vision
- Drives the product process and leverages category sourcing strategy to deliver new material and design innovation while meeting gross margin / profitability objectives
- Nurtures, guides and challenges cross functional departments to ensure product excellence in the market place (design, fabrics, prices, fits, etc)
- Analyzes and reports category performance
- Drives and implements new supply chain solutions / end-to-end business models to obtain greater profit and cash flow, by channel, by key accounts
- Annual strategic business plans / road maps presented to senior management and cross functional departments
- Create ideal merchandising plans including showcased through retail floor plans
- Manages product management resources, ensuring organizational efficiency through appropriate motivation, training and development of direct reports
- Drives collaboration with Design, Development and Accounts to ensure optimal range and products
- Effectively meets all process time lines

Qualifications & Experience

- Ability to provide product leadership, including ability to manage / mentor team
 - Ability to work with and influence all levels of the organization
 - A thorough understanding of consumer markets, specifically in the fashion, tourism retail and related industry
 - Strong business acumen in net sales, margin, profit and inventory
 - Good numerical skills with the ability to negotiate
 - Ability to communicate effectively both orally and in writing in English
 - Ability to effectively present to groups, including members of all organizational levels
 - Ability to think merchandising across channels and accounts while in the creation phase
 - Skill in MS Office applications (Outlook, Excel, PowerPoint, Word)
 - University degree, preferably in Marketing / Business would be an advantage
 - Equivalent education and/or experience may be substituted for degree
 - Minimum five years related experience
 - Experience in Apparel development, management or Sales strongly preferred
- This is a challenging role and will be suitable for individual who is committed, dedicated, dynamic, innovative, and result-oriented and have a strong desire to succeed.*

Senior Internal Audit\ Business Risk Manager Ref:CIAM (2 position)

One of Fiji's largest Retailer majoring with outlets throughout Fiji and is seeking applications from suitably qualified and experienced persons for the position of Senior Internal Audit\ Risk Manager, reporting to the Board of Directors through the executive director the position is based in Suva, Fiji.

This is an excellent opportunity for someone who wishes to join a vibrant company that offers a high degree of challenge and the chance to be part of an organisation that rewards achievement and promotes excellence.

Range of Responsibility

You will be responsible for contributing to the business audit review process by planning, conducting and monitoring comprehensive evaluations of internal controls, business operations and efficiency audits for all our departments and stores Fiji wide. You will ensure that our stores/departments achieve our objectives by ensuring that our stores/departments are in full compliance with our company policies and procedures by utilising a systematic methodology for analysing business processes, procedures and activities with the goal of highlighting organisational problems and recommending solutions.

To be successful in this role you will need to have the following attributes

- Strong background in financial reporting and compliance with laws and regulations
- Knowledge of efficient financial administration and maximisation of returns in short and long term operations
- Understand the critical need for effectiveness and efficiency of retail operations
- Manage in accordance the Company's standard operating procedures, codes of practice and agreements
- A self starter with a lot of self initiative

Requirement

- An Accounting graduate/related field with hands on Internal Audit experience at manager level for at least 5 years
- Some experience in retail or other businesses with multi-locations is preferable
- Ability to familiarise with local laws and regulations
- A team player with a high level of interpersonal and communication skills both written and spoken English in order to interact at all levels of the organisation
- Computer literate as we have extensive IT systems and exception reporting in place and the applicant must be able to perform internal audit reviews through IT systems
- Possess a valid driving license

In return our company will pay a lucrative remuneration package in order to attract the best candidate. The package includes Free furnished Accommodation, Transport, Medical & Airfare for all positions. The salary will be not less than the SLFBE stipulated rates. Only applicants demonstrating the above qualifications and attributes should apply, giving full details of experience, names of at least 3 referees, a recent scanned passport size photograph and telephone and email contact to jobsinfiji@gmail.com

1. For CEO position please quote: Ref CEO
 2. For Marketing & Advertising Manager Position please quote: Ref MKT
 3. For Graphic Designer position please quote: Ref GD
 4. For Retail Manager position please quote: Ref RM
 5. For Wholesale Manager Position please quote: Ref WHSM
 6. For Retail General Manager: Ref GMR
 7. For Category Manager Position please quote: Ref CTMR
 8. For Senior Internal Audit\ Business Risk Manager please quote: Ref CIAM
- Applications close on 10th December 2010.

Clients will be in Sri Lanka for interviews on 13th to 18th December. Government fee only Rs.11,767/-

Apply to jobsinfiji@gmail.com

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CORPORATE CONSULTANTS (PVT) LTD

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